

THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE

WEDNESDAY, APRIL 17, 2019
6:00 p.m.

AGENDA

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

p. 1 a. 6:00 p.m. **Public Meeting – Proposed Zoning By-law Amendment**
Re: Z2/19 – Affecting Properties throughout the Township of
Essa

p. 2 b. 6:10 p.m. **Public Meeting – Proposed By-law Amendment to Fees and
Charges By-law 2013-28**
Re: Notice of Increase to Fees

STAFF REPORT

4. PLANNING AND DEVELOPMENT

5. PARKS AND RECREATION/ COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

p. 5 a. **Staff Report PW010-19 submitted by the Manager of Public Works, re:
Requested Exemption to By-law 2015-64 for the Placement of Fill at 5283
9th Line.**

*Recommendation: Be it resolved that the Staff Report PW010-19 be received; and
That Council **does** / **does not** approve an exemption to By-law 2015-64 for the
placement of fill at 5283 9th Line, subject to the requirements of the By-law and the
Manager of Public Works.*

- p. 15 b. **Staff Report PW012-19 submitted by the Manager of Public Works, re: Resident's Request for Signage to be Posted in Advance of All Railway Crossings in the Township.**

Recommendation: *Be it resolved that the Staff Report PW012-19 be received; and That Council **does / does not** approve the Manager of Public Works to install railway identification signage/posts at railway crossings on Township roads; and That the resident that requested the signs to be installed be responsible to pay for half of the cost of the signs and posts which total \$2,587.52 (plus H.S.T); and That the County of Simcoe be requested to consider approving this at railway crossings on County Roads.*

- p. 18 c. **Staff Report PW014-19 submitted by the Manager of Public Works, re: Water Servicing on Denney Drive in Baxter.**

Recommendation: *Be it resolved that the Staff Report PW014-19 be received; and That Council **does / does not** approve the installation of water services to the property line of the existing homes on Denney.*

8. FINANCE

- p. 20 a. **Staff Report TR009-19 submitted by the Manager of Finance, re: 2019 Business Improvement Area of Angus Budget.**

Recommendation: *Be it resolved that Staff Report TR009-19 be received; and That Council **does / does not** approve the 2019 Business Improvement Area of Angus Budget as presented by the Business Improvement Area of Angus Board of Management, with an Operating budget levy of \$56,208.59, of which \$26,708.59 be funded through the 2019 tax levy and \$29,500 be transferred from the BIA Reserve Fund be approved; and That a Business Improvement Area of Angus Tax Rating By-law be prepared for the consideration of Council.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 25 a. **Staff Report C017-19 submitted by the Clerk, re: EDAS Request for Council Permission – Temporary Parking of Honda Vehicles at Essa and District Agricultural Society (7505 10th Line, Thornton).**

Recommendation: *Be it resolved that Staff Report C017-19 be received; and That Council **does / does not** approve the request of the Essa and District Agricultural Society as in previous years, to allow for the temporary emergency parking of production vehicles for Honda of Canada Manufacturing at the Essa Agriplex located at 7505 10th Line, Thornton; and That Council direct Staff to advise the Essa and District Agricultural Society to provide notice to the municipality of the dates and duration of the temporary emergency parking required for 2019, if and when this should occur.*

- p. 30 **b. Staff Report C018-19 submitted by the Deputy Clerk, re: Museum on the Boyne Advisory Committee Appointment.**

Recommendation: *Be it resolved that Staff Report C018-19 be received; and That Council **does / does not** appoint Joan Truax as Essa's Community representative on the Museum on the Boyne Advisory Committee for the 2018-2022 term of Council.*

10. CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

- p. 32 **a. Staff Report CAO012-19 submitted by the Chief Administrative Officer, re: Status of Thornton Arena Expenditures, 2019.**

Recommendation: *Be it resolved that Staff Report CAO012-19 be received; and (a) That Council **does / does not** approve the purchase of a floor scrubber at a cost of approximately \$8,500.00 (plus HST); and (b) That Council **does / does not** authorize staff to arrange for emergency or immediate repairs to the condenser tower, once an assessment has been provided to the municipality by a professional.*

- p. 34 **b. Staff Report CAO014-19 submitted by the Chief Administrative Officer, re: Trail/Pedestrian Crossing – County Road 21, Thornton.**

Recommendation: *Be it resolved that Staff Report CAO014-19 be received; and That Council **does / does not** authorize the Public Works Department to explore options for a trail/pedestrian crossing on County Road 21 in Thornton, where the Trans Canada Trail crosses County Road 21, to increase safety.*

- p. 36 **c. Staff Report CAO015-19 submitted by the Chief Administrative Officer, re: Thornton Arena Budgeting Budget.**

Recommendation: *Be it resolved that Staff Report CAO015-19 be received; and That Council **does / does not** authorize staff to hire part-time staff for the Thornton Arena for the summer months.*

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m. to meet again on the 1st day of May, 2019 at 6:00 p.m.*

Corporation of the Township of Essa
5786 County Road 21
Utopia, Ontario
LOM 1T0



Telephone: (705) 424-9770
Fax: (705) 424-2367
Web Site: www.essatownship.on.ca

CLERK
Apr 17 3a

**NOTICE OF PUBLIC MEETING
CONCERNING PROPOSED ZONING BY-LAW AMENDMENT (No. Z2/19)**
(Affecting Properties throughout the Township of Essa)

TAKE NOTICE that the Council of the Corporation of the Township of Essa will hold a Public Meeting on the 17th day of April, 2019, at approximately 6:00 p.m. at the Essa Administration Centre, 5786 County Road No. 21, located two (2) kilometres east of Baxter, just west of County Road No. 56 (7th Line), to consider a proposed Zoning By-law Amendment under the Planning Act.

THE PURPOSE of this Public Meeting is to introduce a proposed Amendment to the Zoning By-law in accordance with Section 34 of the Planning Act, R.S.O., c.P.13, and to hear comments and review written submissions from the public and other plan review agencies.

THE PROPOSED ZONING BY-LAW AMENDMENT would affect those lands described as listed below, all being farmlands where surplus homes have been severed off due to farm consolidations:

- 1) Conc 6, Part Lot 3 (around 5349 6th Line);
- 2) Conc 10, Part Lots 22 & 23 (around 7623 & 7747 10th Line);
- 3) Conc 7, W Part Lot 9 (around 6135 County Road 56); and
- 4) Conc 8, W Half Lot 14 (around 6638 9th Line).


The proposed Zoning By-law Amendment would rezone the above lands to Agricultural Exception One (A-1) Zone to prohibit a dwelling unit on the farmland only in each case.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to, the proposed Amendment. If you wish to be notified of the adoption of the proposed Amendment, you must make a written request to the Clerk of the Township of Essa.

If a person or a public body that files a Notice of Appeal of a decision of the Township of Essa, in respect of the proposed Zoning By-law Amendment, does not make oral submission at a public meeting or make written submissions to the Township of Essa before the proposed Amendment is adopted, the Local Planning Appeal Tribunal (LPAT) may dismiss all or part of the appeal.

ADDITIONAL INFORMATION related to the proposed Amendment is available through the Planning and Development Department during regular business hours at (705) 424-9770 or email at bmansbridge@essatownship.on.ca.

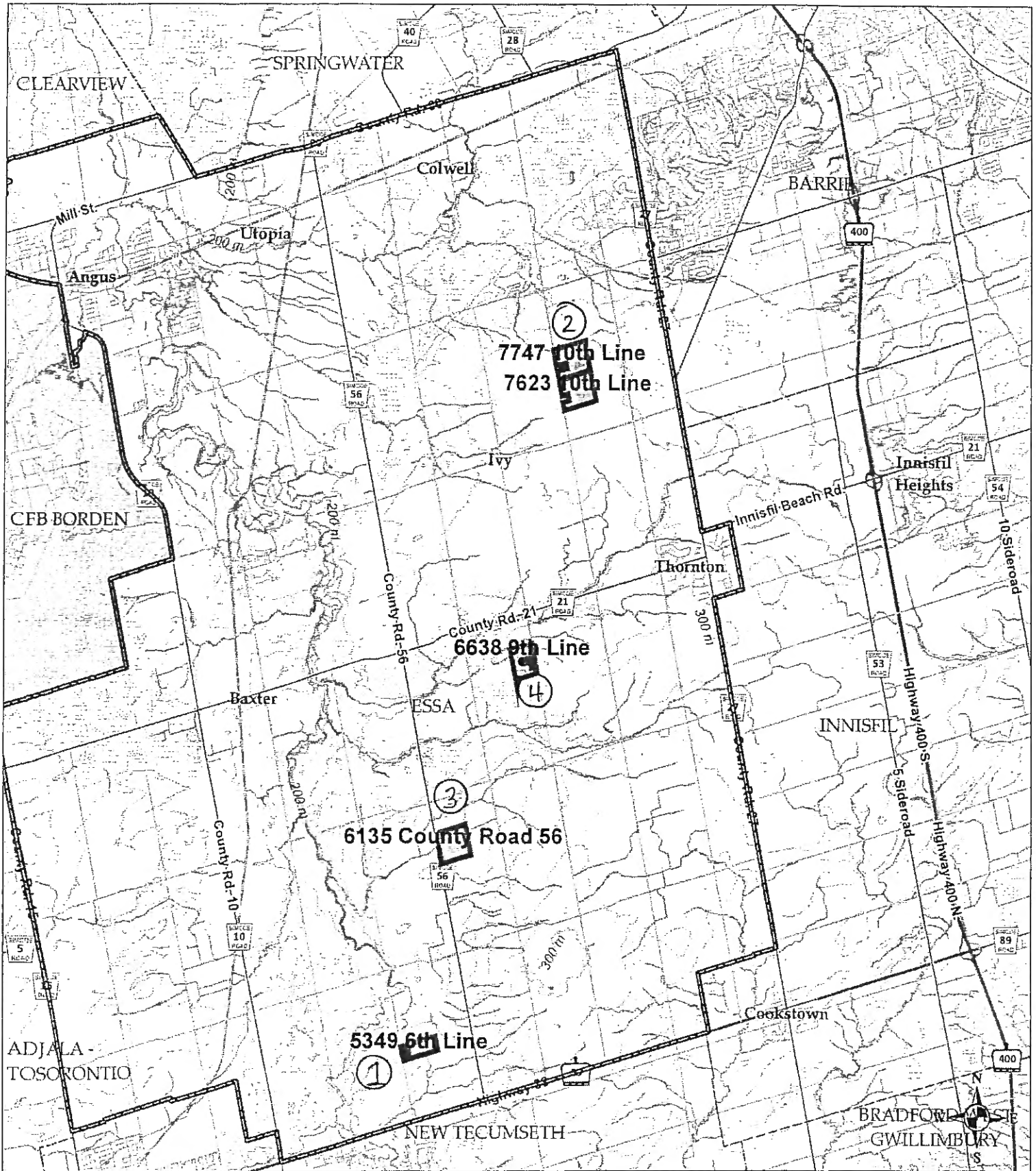
DATED this 1st day of March, 2019



Colleen Healey-Dowdall, Manager of Planning and Development



ZONING OF AGRICULTURAL LANDS TO A-1 ZONE



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1:144,448

0 3.25 6.5 13 km

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February 12, 2019





**PUBLIC MEETING OUTLINE
PROPOSED BY-LAW AMENDMENT TO FEES & CHARGES BY-LAW 2013-28
NOTICE OF INCREASE TO FEES**

April 17, 2019

MAYOR:

The purpose of this Public Meeting is to discuss proposed amendments to the Township's Fees and Charges By-law specifically in relation to recommended increases as outlined by staff, and to hear all comments from residents of the Township of Essa.

DESCRIPTION OF THE PROPOSAL – DEPUTY CLERK

In accordance with section 391 of the *Municipal Act*, 2001, as amended, a municipality is permitted to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided; and
- (c) for the use of its property including property under its control".

The following is a summary of the proposed fee increases to the Equipment Rental Rates for the Public Works Department, effective upon passage of a By-law:

Public Works Staff Report No. PW005-19	
Equipment Rental Rates (to coincide with MTO Equipment Rates)	
Description of Item	Proposed 2019 Fee
Dump Trucks (6 Tonne Tandems)	
#20, #21, #22, #23, #24, #25, #26, #28, #29-Hauling	129.96
#20, #21, #22, #23, #24, #25, #26, #28, #29-Snowplowing/Sanding	140.71
Graders	
#9 / #11 – Grading / Snowplowing	\$170.27
Other Equipment	
#19 / #10 Loaders	\$119.47
#4 Backhoe	\$89.27
#5 Tractor with Flail Mower	\$90.97
#12 Dozer	\$106.87
#14/ #15/ #17 Trackless	\$89.31
#16 Gradall	\$276.32
#27 Sweeper	\$167.37
#27 Vacuum	\$243.67
#30 Float (Tri-axle)	\$20.00
Chipper	\$52.50
Pickup Trucks	
#8 / #18 – 2003 Dodge / 2011 GMC-1 Tonne	\$94.06
#7 - ½ Tonne Chevrolet	\$66.87
#3 - ½ Tonne Chevrolet	\$64.46
#1 – Ford F150 – ½ Tonne	\$99.52

As outlined in Staff Report PW005-19, the proposed increases are in line with Equipment Rates as set out by the Ministry of Transportation (MTO) .

The following is a summary of the proposed fee increases for the Fire Department, effective upon passage of a By-law:

Fire Department Staff Report FD001-19		
Description of Item	2018 Fee	Proposed 2019 Fee
Burning Permit (Annual)	\$25.00	\$40.00

As outlined in Staff Report FD001-19, the proposed increase will assist the Fire Department to off-set a portion of the cost associated with the permit application process.

The following is a summary of the proposed fee increases to the Parks and Recreation Department Fees, effective September 1, 2019:

Chief Administrative Officer Report No. CAO008-19		
Ice Rates-Thornton & Angus Arenas		
Description of Item	2018 Fee	Proposed 2019 Fee
Day Rental Hourly Rate – Non-Prime Time (Monday to Friday, 6:00 am to 5:00 pm)	\$133.50	\$138.00
Rental Hourly Rate – Prime Time (Minor Hockey/Figure Skating)	\$149.11	\$155.00
Residents (80% + residents)	\$207.80	\$220.00
Non-Residents (less than 80% residents)	\$232.90	\$240.00

As outlined in Report CAO008-19, the proposed increases are comparable to fees charged by surrounding municipalities, and will assist the municipality in off-setting operational expenses.

COMMENTS FROM THE PUBLIC - MAYOR

Speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

REPLY – MAYOR

Council may ask questions for clarification.

Public may respond to points clarified by Council and amendments suggested by Staff.

FINAL STATEMENT – MAYOR

If there are no further questions, Council wishes to thank all those in attendance for their participation. The Clerk's Department will be preparing a Staff Report and By-law to be presented to Council at its meeting on May 1, 2019.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW010-19

DATE: April 17, 2019

TO: Committee of the Whole

FROM: Dan Perreault, C.E.T., Manager of Public Works

SUBJECT: Requested Exemption to By-law #2015-64 for the Placement of Fill at 5283 9th Line

RECOMMENDATION

That Staff Report PW010-19 be received; and

That Council consider approving an exemption to By-law #2015-64 for the placement of fill at 5283 9th Line, subject to the requirements of the By-law and the Manager of Public Works.

BACKGROUND

In September of 2014, Council approved an exemption to By-law 2013-01 for the placement of fill at 5283 9th Line to rehabilitate approximately 7 acres of farmable land to level it and make it farmable. This project involved the placement of approximately 15,000 loads of fill in a former gravel pit to bring that area level with the surrounding lands and was completed in the Fall of 2018.

COMMENTS AND CONSIDERATIONS

5283 9th Line is located approximately 1.5 kilometres North of Highway 89. This requested project is proposed to carry on with the fill project from 2014 to the east in order to lessen the slope from a 3:1 slope to a 20:1 slope in order to improve crop production. This extension would involve the placement of approximately 20,000 additional loads of fill (200,000 tonnes of fill). See Attachment #1 for additional information provided by the property owner. The owners have reviewed the NVCA mapping and will not place fill in the regulated lands on the south side of the property.

A revised Fill By-law was adopted in 2015 (2015-64) and if an exemption is granted, the owners will be required to follow the requirements of the new By-law. They will be required to; prepare accurate plans of the lands based on an identified legal survey showing the proposed grades and drainage patterns, soil erosion control measures, etc.; Identify a proposed haul route that is acceptable to the Township; provide a description and source of all fill material, along with a soils analysis report prepared by a Qualified Professional; complete a Soil Management Plan for the property that adheres to the Ministry of the Environment's Soil Management Plan Guideline and maintain records of all on-site soil testing by a qualified professional, each test shall be completed for every 5000 cubic metres.

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FINANCIAL IMPACT

It is recommended that the Township retain the \$5,000.00 deposit on file to ensure that the 9th Line remains free of mud/dust/debris for the entire duration of the fill project and that the Township can draw on the deposit to have the road cleaned as required, if the property owner fails to keep the roadway clean. The deposit will be returned upon completion of the fill project.

In accordance with Schedule "A" of the By-law the fee would be \$2,500, plus \$0.80 per cubic metre, for a total of \$162,500.00.

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Approve an exemption to By-law #2015-64 for the placement of fill at 5283 9th Line.
3. Do not approve exemption to By-law #2015-64 for the placement of fill at 5283 9th Line.

CONCLUSION

Staff Recommends that Option 2 be approved.

Respectfully submitted,



Dan Perreault, C.E.T.
Manager of Public Works

Reviewed by,



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

1. Owner information and application submission

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Township of Essa, 5786 County Rd. 21,
Utopia, ON L0M 1T0 705-424-9770

**Application for an Exemption/Permit for the Placing or Dumping
of Fill, Soil Stripping, and/or Alteration to the Grade of Lands**
Pursuant to Township of Essa Site Alteration and Fill By-law No. 2015-64

Prior to submitting this Application, contact the Township of Essa's Public Works Staff at 705-424-9770 for a free consultation on your proposal. The Township of Essa will consider your application based on the information you provide below. Any false or misleading statement made on this application will render null and void any permission granted. Complete all relevant sections, date, sign and return the application along with appropriate review fee.

OWNERSHIP INFORMATION (Please clearly print/type all information)

Owner's Name(s): ↓ _____ Daytime Tel.: _____
Address: 5287 9th Line _____ Fax: _____
Town: COOKSTOWN ON Postal Code: L0L1L0 Email: _____
Preferred method of correspondence: Email Phone Fax Mail

CONTRACTOR INFORMATION

Contractor's Name: RJO CONTRACTING _____ Daytime Tel: 416-458-8592
Address: 2540 KING RD _____ Fax: 905-833-2864
Town: KING CITY ON Postal Code: L7B1J7 Email: russelloldfieldlegmail.com
Preferred method of correspondence: Email Phone Fax Mail

If the Contractor is acting on the Owner's behalf, a letter of authorization from the Owner must be provided.

LOCATION OF PROPOSED WORKS

Municipal Address (911 number): 5287 9th Line
Lot No.: Pt of Lot #3 Concession: 9 Plan No.: _____
Property Assessment Roll Number (from Property Tax Notice: 43 21) 010-002-10700
Current property zoning (check with Essa Planning Dept. if unsure): M2/A

Is the property under the jurisdiction of Nottawasaga Valley Conservation Authority (N.V.C.A.)?
Yes: _____ No: Contact the N.V.C.A. office if you are unsure (705-424-1479).

DESCRIPTION OF PROPOSED WORKS

Application is made to (check all that apply):
 Exemption to Township of Essa By-law No. 2015-64
 Place and/or remove fill
 Alteration to the grade of a property/site

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Other (please explain) Old gravel pit onsite has been filled and the easterly slope is about 3:1. This area needs to be sloped at about 10:1 for better farm cropping. To extend the slope will require further filling to complete regrading.

Describe the proposed work and the benefit derived from doing so:
Less erosion of worked fields and better crop production + SAFER EQUIPMENT OPERATIONS
A "BEST FILL MANAGEMENT SITE PLAN" already exists for this site and will continue to be adhered to for this extension of the permitted exemption.
"COPY IS SUPPLIED"

Proposed start date: MAY 2019 Completion date: MAY 2021

REQUIRED INFORMATION

Your application must be accompanied with the following basic information:

- o **Payment** of the applicable application fee (contact the Township of Essa at 705-424-9770 or visit www.essatownship.on.ca for the permit fee schedule).
- o **Location or road map** to your development/site.
- o **Site Plan Drawing** showing the proposed works, your property boundaries and features of the site such as buildings and structures, tree lines, streams, wetlands, wet areas, springs, ditches, culverts, elevation contours or existing and proposed grades. Include measurements and dimensions. Show how much vegetation or tree cover is to be removed and where fill is to be placed.
- o **Digital Photo(s)** of the proposed work location.

Unless otherwise requested, the Township of Essa requires one copy of all project drawings. Multi-paged engineering drawings must be folded. Provide digital copies of all documentation where possible.
Note: Additional information may be required through the process of reviewing this application (see page 4).

INFORMATION COLLECTED

The personal information contained on this form is collected under the Authority of the Municipal Freedom of Information & Protection of Privacy Act and the Municipal Act. This information is used to assess applications and, where approved, issue permits. Information on this form will be disclosed to government and municipal agencies for review and comments and may be disclosed to members of the public through the Freedom of Information process.

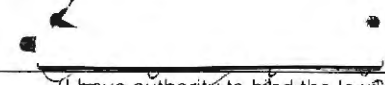
TERMS AND CONDITIONS

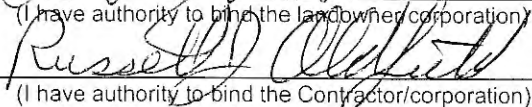
- The Exemption to By-law 2015-64 granted by Resolution passed by Council does not allow for the filling operations to commence. Filling operations may only commence once a permit has been issued by the Manager of Public Works.
- Permits or approvals granted by the Township of Essa are non-transferable.
- Permits, approvals, etc. may be required from other agencies prior to undertaking the proposed work. Township of Essa permission, if granted for the proposed work, does not exempt the owner/agent from complying with any or all other laws, statutes, ordinances, directives, regulations, approvals, etc. that may affect the property or the use of same.

- If the information provided on or with this application is determined to be untrue or incorrect, or become untrue or incorrect, the Township of Essa reserves the right to withdraw any permission granted.
- Permits contain important conditions. Contractors must have a copy of the permit on the work site at all times.
- An administrative fee may be charged for processing refunds.
- The issue of a permit by the Township does not relieve the holder of the responsibility of complying with relevant Municipal By-laws and/or N.V.C.A. requirements. In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, successors and assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and safe harmless the Township of Essa represented by the Manager of Public Works or his/her designate from and against all loss, cost, charges, damages, claims and demands whatsoever to which it may be put or which the Township suffer or sustain or for which the Township may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
- I/We understand and agree that the Township of Essa and/or its Contractor may complete any work required to be done by an Applicant, Property Owner and/or Contractor, or may rectify any action, default or failure to perform the obligations and requirements of a permit that has been issued to an Applicant, Property Owner and/or Contractor which is contrary to the permit if issued by the Township of Essa, and such work done by the Township of Essa and/or its Contractor shall be completed at the expense of the Applicant, Property Owner and/or Contractor. Additionally, if costs incurred by the Township of Essa, together with any charges or other expenses payable to the Township of Essa arising out of its completing the works are not paid, such costs, charges or other expenses may be recovered by the Township of Essa in the same like manner as municipal taxes, pursuant to Section 446 of the Municipal Act, 2001, as amended.

I/We the undersigned hereby certify to the best of my/our knowledge and belief that all of the above-noted, attached and/or supporting documentation information is correct and true. I/we further solemnly declare that I/we have read and fully understand the contents of this application and specifically the terms and conditions, and the declaration which is written above.

By signing this application, consent is given to the Township of Essa, its employees and authorized representatives to access the property for the purposes of obtaining information and monitoring any approved works including to conduct remedial work arising from default or failure to perform the obligations and requirements of a permit, if issued, pursuant to By-law No. 2015-64.

Signature of Owner:  Date: MAR 27 2019
 (I have authority to bind the landowner/corporation)

Signature of Contractor:  Date: Mar 21 /19
 (I have authority to bind the Contractor/corporation)

ADDITIONAL INFORMATION/REQUIREMENTS

The following information may be required to support your application. Having this information readily available may expedite the permit review process.

- A legal survey.
- A topographic survey tied into a geodetic benchmark showing existing and proposed grades, drainage details and finished elevations for the fill area. The Owner shall ensure that the fill site is graded such that it does not adversely affect neighbouring lands.
- A cross-sectional drawing of the proposed works.
- A complete description of the amount, type and quality of fill proposed to be placed and/or dumped.
- A written description or drawings showing the amount and size of materials to be used (e.g. culverts, rip-rap or rock check dams).
- Identification of the proposed haul route.

- Description and source of fill material, along with a soils analysis report prepared by a qualified professional.
- For agricultural lands, the preparation of an agricultural justification report prepared by a qualified professional.
- A description of the construction sequence/timing and the methods to be used in carrying out the works and how the site is to be accessed by heavy equipment.
- The Owner of the property or their authorized representative shall provide written notification to all adjacent property owners and those residents along the designated haul route.
- Plans or a description of how sediment and erosion will be controlled during construction and for the period after construction until vegetation is successfully established.
- The owner and/or the fill contractor to keep and maintain records relating to each individual hauler, date and time of each deliver including volume of each delivery.
- Fill management plan adhering to the Ministry of Environment's *Management of Excess Soil – A Guide for Best Management Practices* and/or the Township of Essa requirements.
- The Owner and/or the Contractor shall not perform a site operation or permit the performance of a site operation:
 - a) between the hours of 7:00 p.m. and 7:00 a.m. on/from Monday to Friday;
 - b) any time Saturday, Sunday or a Statutory Holiday.

Enquiries concerning this Application or the Township of Essa Site Alteration and Fill By-law No. 2015-64 should be directed to: Manager of Public Works, Township of Essa, 5786 County Rd. 21, Utopia, ON L0M 1T0. 705-424-9770 ext. 135 website: www.essatownship.on.ca.

CONDITIONS/REQUIREMENTS OF PERMIT:

Office Use Only:		
Council Exemption granted on: _____		
Fee _____	Date of Payment _____	Receipt No. _____
Date Financial Security Deposit Received _____		Receipt No. _____
Date Fees outlined in Schedule "A" attached to By-law No. 2015-64 were received: _____ Receipt No. _____		
Date Permit Issued: _____		

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RJO CONTRACTING

2540 King Road, King City, Ontario. L7B 1J7 | 416-458-8592 | russelldfield@gmail.com

March 22, 2019

Dan Perreault, Town Manager,
Township of Essa,
5786 Simcoe Road 21,
Utopia, Ontario. L0M 1T0

RE: 5283 Ninth Line Essa

Lot 3, Concession #9, Essa Twp.

Dear Dan,:

Please accept this letter is an application for a further exemption to the filling by-law, for this property.

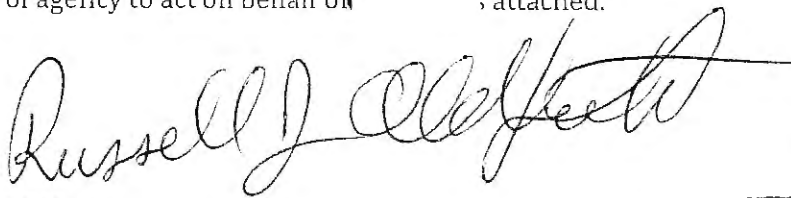
The accompanying aerial photos show the areas of the farm which will require filling to improve the agricultural production of the lands. The areas designated are not affected by, but are adjacent to NVCA controlled lands and comprise approximately a further 10 acres of the farm. The sloping of this area is steeper than preferred and wishes to add more fill these areas to reduce any erosion, improve farm equipment operating safety and improve crop production, by reducing the slopes to about 20:1. The total volume of fill for the project is expected to be 20,000 loads over the two fields as shown on the drawings. A topo and accurate estimate for volumes will be supplied, upon approval.

Testing of the materials and the Site Management Fill Plan by G2S will continue as done for the prior filling operations. As with all my other sites, roads will be maintained and kept clean, 1/4ly reports along with the accompanying payments will be submitted and daily logs of fill placement along with chemical testing of all material supplies will be provided.

I also understand that the town is wishing to upgrade the 9th line and am prepared to contribute to those costs so as to not delay the road upgrading.

The letter of agency to act on behalf of ; attached.

Sincerely,



Russell J. Oldfield pres.

MAR 27/19

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5786 Simcoe County Road 21
Utopia, Essa Twp., Ontario
L0M 1T0



COPY.

Telephone: (705) 424-9770

Fax: (705) 424-2367

Email: dperreault@essatownship.on.ca

Web Site: www.essatownship.on.ca

October 26, 2016

5283 9th Line
Cookstown, ON
L0L 1L0

NEW OWNER: _____

5283 9th LINE
COOKSTOWN ON
L7B1J7

SENT VIA EMAIL ONLY

RE: Exemption to Fill By-law 2015-64

Further to your request for an exemption to the Township Fill By-law 2015-64, Council has agreed to allow for the importation of approximately 15000 loads (150000 cubic meters) of clean fill/topsoil at 5283 9th Line.

Council passed the following resolution at their meeting on September 21st, 2016;

Be it resolved that Staff Report PW019-16 be received; and

That Council does approve an extension to the original exemption to place more fill at 5283 9th Line; and

That Council does approve an exemption to By-law #2015-64 for the placement of fill in additional locations at 5283 9th Line.

You are therefore permitted to continue to fill the area that was originally approved under the exemption provided in 2014 and as discussed with RJO Contracting.

Prior to the issuance of a fill permit for the new proposed areas identified by RJO Contracting, the Township will require that some or all of the conditions as outlined in Sections 6 & 7 of Bylaw 2005-64 be met, including but not limited to the following;

- a) Submission of the required permit fee \$122,500.00. This amount can be broken into monthly payments with the first installment of \$30,000 or roughly 25% of the project due upon permit issuance.
- b) Submission of a topographic survey showing the area that the fill will be placed on the property, showing pre-fill and post-fill elevations, see section 6.1 (f)
- c) Submission of a soil report(s) prepared by a geotechnical engineering from the proposed source site(s) and confirmation that the soil conform to the requirements of the Ministry of the Environment for soil quality.
NOTE: If the source site changes, the Township is to be notified and soil samples are to be submitted.
- d) 24 hour contact information for the contractor bringing the fill to the site and the contractor responsible for cleaning the road.
- e) Revision to the existing Fill Management Plan that was originally submitted for the property to accommodate for the new areas.
- f) Appropriate sediment & erosion control measures are in place prior to the placement of fill.
- g) The Township will require that the contractor's geotechnical engineer submit periodic soils analysis for the soils being placed on site, typically 1 set of samples per month of operation.

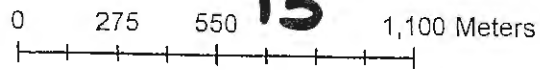
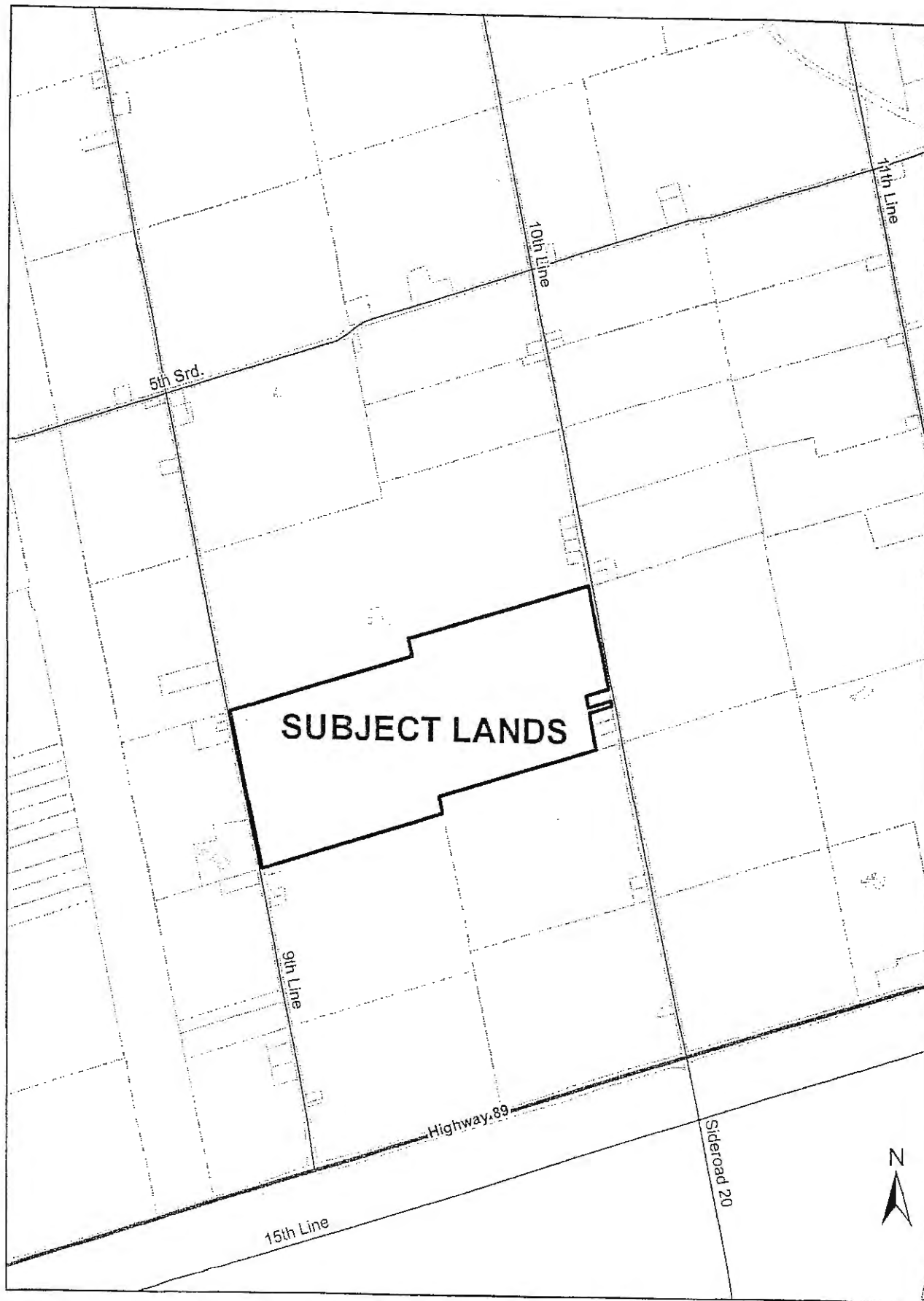
Please keep in mind that the 9th Line is under load restrictions from March 1 to May 15.

I trust that the information required as noted above will be submitted as soon as possible and prior to the placement of fill, if you require any clarification or have any questions please contact me.

Dan Perreault, C.E.T.
Manager of Public Works

Att. By-law 2015-64

5283 9th Line



13



2083 919 LINE

ORIGINAL
FILL AREA

TOP OF SLOPE

TOE OF SLOPE

NEW
TOE OF SLOPE

4



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW012-19

DATE: April 17, 2019

TO: Committee of the Whole

FROM: Dan Perreault, C.E.T., Manager of Public Works

SUBJECT: Resident's Request for Signage to be Posted in Advance of All Railway Crossings in the Township

RECOMMENDATION

That Staff Report PW012-19 be received; and

That the Public Works Department be authorized to install railway identification signage/posts at railway crossings on Township roads, and

That the resident that requested the signs to be installed be responsible to pay for half of the cost of the signs and posts which total \$2,587.52 (plus HST), and

That the County of Simcoe be requested to consider approving this at railway crossings on County Roads.

BACKGROUND

A resident is requesting that signage be posted on road allowances in advance of all railway crossings in the municipality, identifying them as either former or active railways. Council at their meeting of March 6th, 2019 referred this request back to staff to obtain costs for the signs.

COMMENTS AND CONSIDERATIONS

Staff has received prices from the Township sign supplier; each sign will cost \$46.08 plus \$9.98 for a mounting bracket for a total of \$1,793.92 (plus HST) for 32 signs. The cost for a 4" x 4" post for each sign is \$24.80 (plus HST). The estimated total cost for the signs and posts is \$2,587.52 (plus HST).

The resident has offered to fully fund or cost-share the purchase of the signs and posts in memory of her deceased husband, as he had a passion for railways and he believed that they should be marked as such for generations to come.

7b

Council may consider a number of cost sharing options; a) dividing the cost of the signs and posts equally with the resident = \$1,293.76 each plus HST, b) resident to pay for the cost of the signs only = \$1,793.92, c) resident to pay for the cost of the posts only = \$793.60, d) resident to fund the entire project at a cost of = \$2,587.52, e) the Township fund the entire cost of the project at a cost of = \$2,587.52. Staff recommends that the cost be divided equally.

As noted in the CAO's report in March, the Township could approve this proposal for any railway crossing on Township roads. The County of Simcoe will have to consider approving the installation for any railway crossing on County Roads.

FINANCIAL IMPACT

Item	Estimated Costs
32 - signs @ \$46.08	\$1,474.56
32 - mounting brackets	\$319.36
32 - 4"x4" wooden posts	\$793.60

Township labour/equipment rentals to install 32 signs/posts is calculated at approximately = \$7,400, (wages, benefits and equipment operating expenses are already included in the 2019 Operating Budget)

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Authorize the Public Works Department to install railway identification signage/posts at railway crossings on Township roads, and the resident that requested the signs to be installed, be responsible to pay for half of the cost of the signs and posts at a cost of \$1,293.76 (plus HST),
3. Authorize the Public Works Department to install railway identification signage/posts at railway crossings on Township roads, and the resident that requested the signs to be installed, be responsible to pay for all of the cost of the signs and posts at a cost of \$2,587.52 (plus HST),
4. Authorize the Public Works Department to install railway identification signage/posts at railway crossings on Township roads, and the Township be responsible to pay for all of the cost of the signs and posts at a cost of \$2,587.52 (plus HST),
5. Approve some other option deemed appropriate by Council.

CONCLUSION

Staff recommends that Option No. 2, be approved.

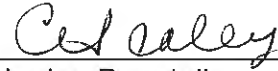
1b

Respectfully submitted:



Dan Perreault, C.E.T.
Manager of Public Works

Reviewed by:



Colleen Healey-Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW014-19

DATE: April 17, 2019

TO: Committee of the Whole

FROM: Dan Perreault, C.E.T., Manager of Public Works

SUBJECT: Water Servicing on Denney Drive in Baxter

RECOMMENDATION

That Staff Report PW014-19 be received; and

That Council approve the installation of water services to the property line of the existing homes on Denney Drive in conjunction with the reconstruction of Denney Drive by Brookfield Developments.

BACKGROUND

As part of the 250 home subdivision proposed in Baxter, Brookfield Developments is required to reconstruct Denney Drive from Murphy Road to the north limits of their development. Brookfield has asked if the Township is interested in providing water services to the existing homes along this road so that they may be available for these homes to connect to municipal water in the future.

COMMENTS AND CONSIDERATIONS

Currently, a watermain is constructed along Murphy Road from County Road 10 to Denney Drive and runs south to Marshall Crescent and then to the pump station in the Marshall Subdivision. Water services were provided to the existing homes along Murphy Road and Denney Drive (south) with the expectation that these properties would be able to connect to municipal water once upgrades were done to the water treatment facility in Baxter.

The reconstruction work of Denney Drive will involve the installation of a watermain from Murphy Road to the north limits of the development, as well as, storm sewers, curbs, sidewalks, etc. Due to all this work happening at the same time, it would be beneficial to have water services installed to the existing homes on Denney Drive, for the possibility of connecting to municipal water in the future.

Brookfield has advised Staff that they are willing to install the services during the reconstruction project at a cost of \$1,200 for each service as long as a full road closure is able to be obtained or \$3,500 if the roadway will need to remain open to traffic. Details of the servicing and costs associated with servicing will be handled through the subdivision agreement.

7c

Staff recommends that Denney Drive remain open to local traffic at all times during the reconstruction process. This will allow residents access to their homes at all times, will also allow emergency services to travel through the site, if needed. A full road closure may cause a greater deal of interruption for residents and it is unknown at this time how long the road would be closed.

FINANCIAL IMPACT

The cost for the installation of 15 water services (including the Living Faith Church) as part of the Brookfield reconstruction of Denney Drive would cost \$52,000 (\$3,500 each), these costs can be taken from the Township's capital water reserves and would be ultimately paid back from the Township's water connection capital charge of \$6,613, when the properties connect to the system.

SUMMARY/OPTIONS

Council may:

1. Take no further action;
2. Approve the installation of water services to the property line of the existing homes on Denney Drive in conjunction with the reconstruction of Denney Drive by Brookfield Developments and that Denney Drive remain open to local traffic only during the construction project.
3. Do not approve the installation of water services to the property line of the existing homes on Denney Drive and have Staff obtain separate pricing for the installation of services.
4. Approve the installation of water services to the property line of the existing homes on Denney Drive in conjunction with the reconstruction of Denney Drive by Brookfield Developments and that Denney Drive be closed to traffic during the construction project.

CONCLUSION

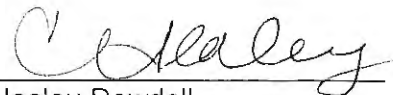
Staff Recommends that Option #2 be approved.

Respectfully submitted,



Dan Perreault, C.E.T.
Manager of Public Works

Reviewed by,



Colleen Healey-Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR009-19
DATE: April 17, 2019
TO: Committee of the Whole
FROM: Carol Traynor-Richter, Manager of Finance
SUBJECT: 2019 Business Improvement Area of Angus Budget

RECOMMENDATION

That Staff Report TR009-19 be received; and

That the 2019 Business Improvement Area of Angus Budget, as presented by the Business Improvement Area of Angus Board of Management, with an Operating budget levy of \$56,208.59, of which \$26,708.59 be funded through the 2019 tax levy and \$29,500 be transferred from the BIA Reserve Fund be approved; and

That a Business Improvement Area of Angus tax rating by-law be prepared for the consideration of Council.

BACKGROUND

The Manager of Finance received the attached BIA budget dated April 10, 2019 from the Angus BIA Committee. The Municipal Act S.O. 2001, Chapter 25, Section 204 states that a local municipality may designate an improvement area. Essa Township has designated the Business Improvement Area of Angus.

The Municipal Act S.O. 2001, Chapter 25, Section 205 indicates the following in regards to the approval of a budget for an improvement area:

Budget

205. (1) A board of management shall prepare a proposed budget for each fiscal year by the date and in the form required by the municipality and shall hold one or more meetings of the members of the improvement area for discussion of the proposed budget. 2002, c. 17, Sched. A, s. 40 (1).

Council to approve

(2) A board of management shall submit the budget to council by the date and in the form required by the municipality and the municipality may approve it in whole or in part but may not add expenditures to it. 2001, c. 25, s. 205 (2); 2002, c. 17, Sched. A, s. 40 (2).

Limitations

- (3) A board of management shall not,
- (a) spend any money unless it is included in the budget approved by the municipality or in a reserve fund established under section 417;
 - (b) incur any indebtedness extending beyond the current year without the prior approval of the municipality; or
 - (c) borrow money. 2001, c. 25, s. 205 (3).

Limitations on power

(4) Section 65 of the *Ontario Municipal Board Act* and section 401 of this Act apply to the municipality's approval under clause (3) (b) in the same manner as if it were incurring a debt of the municipality. 2001, c. 25, s. 205 (4).

FINANCIAL IMPACT

The Business Improvement Area of Angus Board of Management has presented a 2019 budget for a total of \$56,208.59, of which \$26,708.59 be funded through the 2019 tax levy and \$29,500 be transferred from the BIA Reserve Fund. The budget form as required by the Township of Essa is attached.

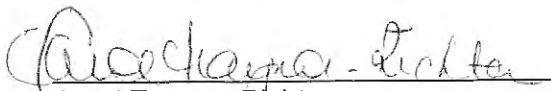
SUMMARY/OPTIONS

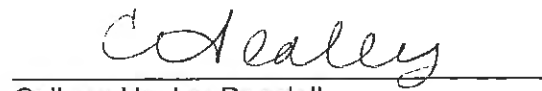
Council may:

1. Take no further action.
2. Approved the 2019 Business Improvement Area of Angus budget in whole for a levy of \$56,208.59. Funding \$26,708.59 through the 2019 tax levy and \$29,500 be transferred from the BIA Reserve Fund. Approve the Board of Management members.
3. Approved the 2019 Business Improvement Area of Angus budget in part for a levy of \$_____.
4. Provide further direction to Staff.

Respectfully submitted:

Reviewed by:


Carol Traynor-Richter
Manager of Finance


Colleen Healey-Dowdall
CAO

Attachment: [Business Improvement Area of Angus 2019 budget.]

Attachment: [Township of Essa budget form for the Business Improvement Area of Angus 2019 budget]

Angus Business Improvement Area - Operating Budget & Actuals									
		2018						2019	
	Qty	Budget Unit \$	Budget \$	13.00% HST \$	Actual	1.76% HST	Variance		
Planters 2018 - 43 + 9 + 3	1	\$ 10,000	\$ 10,000	\$ -	\$ 11,478.53	\$ -	\$ 1,478.53		\$ 11,000.00
Planters Misc Materials	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Labour to Look After, June - Oct.	1	\$ 3,100	\$ 3,100	\$ -	\$ 3,000.00	\$ -	-\$ 100.00		\$ 3,100.00
Communities in Bloom Signs (for 3 Blooms)	0								
Flags & Banners - Spring Change	35	\$ 60	\$ 2,100	\$ -	\$ 2,753.63	\$ -	\$ 653.63		\$ 3,100.00
Install	10	\$ 100	\$ 1,000	\$ -	\$ -	\$ -	-\$ 1,000.00		
New Pole Locations	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Flags & Banners - Fall Change	35	\$ 60	\$ 2,100	\$ -	\$ 2,375.08	\$ -	\$ 275.08		\$ 3,100.00
Install	10	\$ 100	\$ 1,000	\$ -	\$ -	\$ -	-\$ 1,000.00		
Added: 5 Locations Mill Street, not used.									
Tree			\$ -	\$ -	\$ -	\$ -	\$ -		
Bench per Margaret & Mill	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Planter	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Garbage & ReCycle Containers	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Labour (Township Staff)	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Promote BIA, possible roadside signs, etc	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Poles (2) at Sobeyes for event banners	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Other Misc Expenses	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Shop Angus Campaign	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Santa Claus Parade Committee	1	\$ 350	\$ 350	\$ -	\$ 350.00	\$ -	\$ -	?	\$ 350.00
Special Events-Farmers market	1	\$ 500	\$ 500	\$ -	\$ 500.00	\$ -	\$ -	?	\$ 500.00
Ontario BIA Fees	1	\$ 210	\$ 210	\$ -	\$ 220.30	\$ -	\$ 10.30		\$ 280.00
Adjustment Vacancies to Assessment Rebates	Various	\$ -	\$ 1,100	\$ -	\$ 621.85	\$ -	-\$ 478.15		\$ -
HST - add	\$ 26,709	1.30%	\$ 347		\$ 347.21		\$ -		\$ 278.59
Audit (by Township of Essa Auditor)	1	\$ -	\$ 1,500	\$ -	\$ 1,500.00	\$ -	\$ -		\$ -
(no fee 2019 per Carol T.)									
Contribution to Capital Projects		\$ -	\$ 5,000		\$ 5,000.00		\$ -		\$ 5,000.00
			\$ 28,307.21		\$ 28,146.60		\$ 160.61		\$ 26,708.59

[Handwritten signature]

[Handwritten signature]
Kushka

22

88

88

2019 Capital Projects:

<u>Item:</u>	<u>Quantity:</u>	<u>Cost Per:</u>	<u>Total Cost:</u>	<u>Actual Cost:</u>
New Benches	0	\$ -	\$ -	\$ -
New Garbage Mill & King (carried over from 2017)	2	\$ 1,000	\$ 2,000	\$ -
Tree @ Mill St 3 locations - Ordered for April 2019 Install.	3	\$ 500	\$ 1,500	\$ -
Other	0	\$ -	\$ -	\$ -
"Welcome Sign" 90 & 5th Lights - Simcoe County. (relocate previous sign)	1	\$ 25,000	\$ 25,000	\$ -
	0	\$ -	\$ -	\$ -
New Banner Arms Mill & King Intersection (includes banners)	4	\$ 250	\$ 1,000	\$ -
	0	\$ -	\$ -	\$ -

Total 2019 Projects

\$ 29,500	0 - \$ 29,500.00
-----------	------------------

\$ 5,000.00

Contribution to Reserves from 2019 Levy

Closing Reserve \$ (Dec. 31, 2019) \$ 10,277.61 Dec. 31, 20

Angus Business Improvement Area
March 18, 2019 Annual General Meeting
Motion to approve: Justin Oliver
Second: Rory MacKinnon
... Carried ...


K. White



23

1
2 Township of Lisa
3

0.02 20181219
0.03
0.05

4 **Operating Angus Business Improvement Area** unadjusted DEC 19 2018

Account	Description	2018 Approved Budget	2018 YTD Actual	2018 YTD % of Budget	Comments	2019 Budget Worksheet	2019 Budget Approved	2019 Budget Comments
	Taxation Revenues							
60-40-650-794-4955	Contribution from BIA Fund			%				
60-70-650-794-4520	BIA of Angus Tax Levy			%				
60-70-650-794-4521	BIA of Angus Supplementary Tax Levy		-\$ 351.81	%				
	BIA Expenses							
60-75-650-790-6089	BIA Miscellaneous Expenses	\$ 51,971.00	\$ 18,005.47	34.65%		\$ 51,208.59	\$ -	
60-75-650-790-6091	Transfer to Reserve from BIA Tax Levy	\$ -	\$ -	%		\$ 5,000.00	\$ -	
	Sub-total Expenses	\$ 51,971.00	\$ 17,653.66	33.97%		\$ 56,208.59	\$ -	
	Revenues							
60-40-650-794-4955	Contribution from BIA Fund	\$ -	\$ -	%		\$ -	\$ -	
60-70-650-794-4520	BIA of Angus Tax Levy	-\$ 28,371.00	-\$ 28,371.15	100.00%		-\$ 26,708.59	\$ -	
60-70-650-794-4521	BIA of Angus Supplementary Tax Levy	\$ -	\$ -	%		\$ -	\$ -	
60-75-650-794-4950	Contribution From Reserves	-\$ 23,600.00	\$ -	0		-\$ 29,500.00	\$ -	
	Sub-total Revenues	-\$ 51,971.00	-\$ 28,371.15	54.59%		-\$ 56,208.59	\$ -	
	Total (Net)	\$ -	-\$ 10,717.49	%		\$ -	\$ -	

24

24	Operating	\$ -	-\$ 10,717.49		\$ -	\$ -
25	Capital					
26	Total (Net)	\$ -	-\$ 10,717.49		\$ -	\$ -
27						
28	Net Impact on Taxation \$ Increase (\$ Decrease)				-\$ 1,662.41	-\$ 28,371.00
29						
30	% Increase (Decrease) year over year				-5.86%	-100.00%

32 Note: BIA Miscellaneous Expense - \$ 26,708.59 funded through the tax levy, and \$ 29,500 for additional beautification items funded from the BIA Reserve Fund

33
34
35
36

24



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C017-19
DATE: April 3, 2019
TO: Committee of the Whole
FROM: Lisa Lehr, Clerk
SUBJECT: EDAS Request for Council Permission – Temporary Parking of Honda Vehicles at Essa & District Agricultural Society (7505 10th Line, Thornton)

RECOMMENDATION

That Staff Report C017-19 be received; and

That Council consider approving the request of the Essa and District Agricultural Society as in previous years, to allow for the temporary emergency parking of production vehicles for Honda of Canada Manufacturing at the Essa Agriplex located at 7505 10th Line, Thornton; and

That Council direct Staff to advise the Essa and District Agricultural Society to provide notice to the municipality of the dates and duration of the temporary emergency parking required for 2019, if and when this should occur.

BACKGROUND

The lands located at 7505 10th Line, Thornton, are home of the Essa and District Agricultural Society. Current permitted use includes those uses associated with an agricultural fair and other agricultural uses.

The Essa and District Agricultural Society has approached Council on an annual basis since 2016, whereby they request permission from Council to allow Honda to temporarily park the overflow of production vehicles on their lands located at 7505 10th Line (Thornton).

Council has historically supported the request on an as-needed basis since 2016, as it was deemed that a permanent change to the Zoning By-law could have unintended results (Attachment No. 1). The arrangement for temporary parking has been permitted only at times when the EDAS lands are not being used for agricultural purposes.

COMMENTS AND CONSIDERATIONS

The municipality is in receipt of a request from the Essa and District Agricultural Society (EDAS) once again requesting permission from Council to allow for the temporary parking of over-flow production vehicles from Honda of Canada Manufacturing. (Attachment No. 2).

25

9a

The request from the EDAS is in anticipation that Honda may need this arrangement from April to June 2019.

Should Council approve the request once again, it is recommended that the EDAS be directed to provide the municipality with confirmation that the temporary parking is needed by Honda as in previous years.

FINANCIAL IMPACT

None.

SUMMARY/OPTIONS

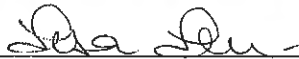
Council may:

1. Take no further action.
2. **Approve the request of the EDAS as in previous years, and direct Staff to advise the EDAS to provide notice to the municipality of the dates and duration of the temporary emergency parking required for 2019, if and when this should occur.**
3. Deny the request of the EDAS.
4. Some other action as deemed appropriate by Council.

CONCLUSION

Staff recommends that Council approve Option No. 2.

Respectfully submitted:



 Lisa Lehr
 Clerk

Reviewed by:



 Colleen Healey-Dowdall
 Chief Administrative Officer

Attachments:

- 1 – Copy of Letter from Township of Essa (2016) to EDAS, re: Parking of Honda Cars.
- 2 – Request from the Essa & District Agricultural Society dated Friday April 5, 2019.

March 14, 2016

Elizabeth McCowan, General Manager
Essa & District Agricultural Society
7505 10th Line
P.O. Box 1099
Thornton, Ontario
L0L 2N0

Dear Ms. McCowan,

Re: Parking of Honda Cars

This will confirm that the Township supports the parking of Honda vehicles at the Essa Agriplex on an emergency, as-needed basis.

The Township would prefer not to make a permanent change to the Zoning By-law which could have unintended results. Rather, simply call our Chief Administrative Officer as needed each time a future emergency arises.

We look forward to working with you and helping Honda as emergency situations come up.

Yours truly,

Colleen Healey, RPP
Manager of Planning & Development
CH/ap

9a

Attachment No. 2



Friday April 5th, 2019

The Township of Essa: Council Members

5786 Simcoe County Rd. #21 Utopia , Essa Township, ON L0M 1T0

Dear Members of Council:

The Essa & District Agricultural Society (EDAS) would like to obtain permission to extend help to the Honda Plant located in Alliston Ontario. Over the past few years, the EDAS has received special exemption from Council to allow Honda Canada Inc. to park production vehicles on our property located at 7505 10th Line, Thornton Ontario L0L 2N0.

Honda Canada Inc. has requested an inclusive timeline of use from April to June 2019. Estimated total vehicles on site could reach 1,600. Transportation method would include auto carriers and trucks. Route and timing for transport would utilize the same routing as in the past, following regulations, side road weight restrictions and by-laws currently in place. Route would follow Hwy 89 to Cookstown, Hwy 27 North, Side Rd 20 to 10th Line, 10th Line into the Essa Agriplex property. Travel time estimated at 30 minutes, point to point.

I am requesting to have the subject discussed at Council during the upcoming meeting scheduled for April 2019. This request by Honda Canada Inc. is an investigation of their options should the need arise, but it may not be required to utilize if production remains on schedule.

If there are any additional questions or concerns, please contact me directly. Honda Canada Inc. has confirmed their willingness to provide a letter detailing their request, as they have done in the past if Council requires more supporting documentation.



Sincerely,

Essa and District Agricultural Society

Ryan Johnson
General Manager
705.726.1200 / ryan@essaagriplex.ca



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C018-19
DATE: April 17, 2019
TO: Committee of the Whole
FROM: Krista Pascoe, Deputy Clerk
SUBJECT: Museum on the Boyne Advisory Committee Appointment

RECOMMENDATION

*That Staff Report C018-19 be received; and
 That Joan Truax be appointed to the Museum on the Boyne Advisory Committee for the 2018-2022 term of Council.*

BACKGROUND

The Township of Essa receives requests from local boards and committees requesting Council or Citizen representation on the board/committee. It is Council's decision as to whether they will appoint a member to sit on the local board/committee, as they deem appropriate.

COMMENTS AND CONSIDERATIONS

The Clerk's Department is in receipt of a request from the Town of New Tecumseth, requesting a Council or Citizen representative to sit on the Museum on the Boyne Advisory Committee (Attachment No. 1).

At its meeting of April 3, 2019, Council stated that local resident Joan Truax had expressed an interest in sitting on this particular committee. As such, Ms. Truax has been contacted and has confirmed her interest and commitment.

FINANCIAL IMPACT

There are no financial considerations regarding this matter.


SUMMARY/OPTIONS

1. Take no further action.
2. Appoint Joan Truax to sit on the Museum on the Boyne Advisory Committee.


Respectfully submitted:

Reviewed by:

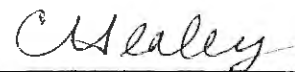
Reviewed by:



 Krista Pascoe
 Deputy Clerk



 Lisa Lehr
 Clerk



 Colleen Healey-Dowdall
 Chief Administrative Officer

Attachments:

1. Request of from the Town of New Tecumseth re: Museum on the Boyne Advisory Committee Appointment.

9b

Attachment No. 1



New Tecumseth
Alliston • Beeton • Tottenham

*Clerks/Administration Department
Administration Centre
10 Wellington St. E.
Alliston, ON L9R 1A1*

*Web Address: www.newtecumseth.ca
Email: cmaher@newtecumseth.ca
Phone: 705-435-3900
or 905-729-0057
Fax: 705-435-2873*

January 16, 2019

Mayor and Council Members
Via email: llehr@essatownship.on.ca

Township of Essa
Clerk's Department
5786 County Road 21
Utopia, Ontario
L0M 1T0

Re: The Town of New Tecumseth – Museum on the Boyne Advisory Committee Appointment

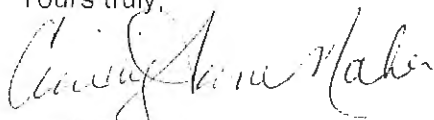
On January 14, 2019 the Council of the Town of New Tecumseth passed a motion to establish the composition of the Museum on the Boyne Advisory Committee. As in previous terms, we have held an appointment for one representative from the Township of Essa who may either be a Council representative or a citizen member, as approved by your Council.

Would you kindly advise who your Council has appointed as a representative to this Committee.

Please do not hesitate to contact me if you require any additional information regarding this appointment.

Thank you.

Yours truly,



Cindy Maher
Clerk/Director of Administration Services



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO012-19

DATE: April 17, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Status of Thornton Arena Expenditures 2019

RECOMMENDATION

That Staff Report CAO012-19 be received; and

- (a) That Council consider approving the purchase of a floor scrubber at a cost of approximately \$8,500.00 (plus HST); and
- (b) That Council consider approving emergency or immediate repairs to the condenser tower once an assessment has been provided by a professional.

BACKGROUND

- a) During budget deliberations, Council approved the purchase of a floor scrubber at a cost of \$7,000 based on preliminary estimates. Updated quotes have recently been received and the actual price of a floor scrubber is now \$8,500 plus HST (based on competitive quotes from 2 major suppliers). The quoted floor scrubber would suit the needs of the Thornton Arena Manager.
- b) The Thornton Arena Manager has advised of bad news: the condenser tower is leaking water which is over-loading the refrigerator system and causing breakdowns. The condenser is located on the roof and the leak was managed during the winter months; however, the Thornton Arena Manager has regular contact with a refrigeration specialist and has arranged for an inspection and quote on recommended repairs. This should be addressed before the next fall ice season.

COMMENTS AND CONSIDERATIONS

While only leaking water, the troubles with the condenser tower could be disruptive to the hockey season and should be repaired immediately as a time-sensitive repair. The Thornton Arena Manager will be providing as much information as possible at the earliest opportunity. He has speculated over the problem stemming from characteristics

of the Thornton water – this may be something to consider if Council wishes to troubleshoot.

FINANCIAL IMPACT

- a) Projected impact (based on a \$8,500 quote - plus HST, with HST returned to the municipality) is: \$1,500 in excess of what was approved in the 2019 Budget.
- b) Repairs to the Condenser Tower not budgeted.

SUMMARY/OPTIONS

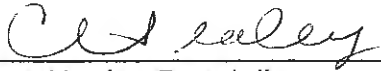
Council may:

1. Take no further action.
2. **Approve the purchase of a floor scrubber for the Thornton Arena in the amount of \$8,500.00 (plus HST).**
3. **Approve immediate emergency repairs to the condenser tower once an assessment has been provided by a professional.**
4. Direct staff in another manner.

CONCLUSION

Options No. 2 and 3 are recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO014-19

DATE: April 17, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Trail/Pedestrian Crossing
County Road 21, Thornton

RECOMMENDATION

That Staff Report CAO014-19 be received; and

That Council consider asking the Public Works Department to explore options for a trail/pedestrian crossing on County Road 21 in Thornton, where the Trans Canada Trail crosses County Road 21, to increase safety.

BACKGROUND

There is a concern for pedestrian safety, of users of the Trans Canada Trail, where they are required to cross County Road 21 in Thornton. Council directed staff to explore options to create a safer crossing of County Road 21.

County Roads and Engineering staff collected data of users in 2019 and have commented that warrants for a signalized pedestrian crossing are not met. Council asked that staff inquire into possible trails funding as a source of revenue to support a pedestrian crossing. The County has indicated that they would not provide funding for this. They may not even allow a crossing should the Township decide to fund a crossing on their own.

COMMENTS AND CONSIDERATIONS

At this point, before Council decides to make a deputation to the County on this matter, taking a political route, it is felt that perhaps Council would want to know what the options are for safer crossings since there may be a few options at varying price points.

This office believes that options should be explored by those that are familiar with traffic calming/mitigation and standards before going down the path of seeking approval on the one option discussed to-date.

FINANCIAL IMPACT

There would be an expense associated with a pedestrian crossing but the cost is not yet known. The Manager of Finance may wish to comment on the possibility of development charge eligibility (an increase in users stemming from growth?).

SUMMARY/OPTIONS

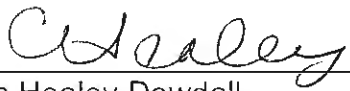
Council may:

1. Take no further action.
2. Request the Public Works Department to outline options to improve on safety for pedestrians using the Trans Canada Trail and crossing County Road 21.
3. Request the County to reconsider their decision not to allow a pedestrian crossing for Trans Canada Trail user across County Road 21 in Thornton, once additional information is considered by Council.

CONCLUSION

Options No. 2 and 3 are recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO015-19

DATE: April 17, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Thornton Arena Operating Budget

RECOMMENDATION

That Staff Report CAO015-19 be received; and

That Council consider authorizing staff to hire part-time staff for the Thornton Arena for the summer months.

BACKGROUND

The Thornton Arena employs a Manager (TAM), and a full-time arena attendant plus 2 part-time staff members to assist with winter rentals. The TAM requested a part-time attendant for the summer months to cover the lacrosse rentals and other functions such as buck & doe's. A request for a part-time staff member was approved during budget deliberations.

The TAM has been putting together his budget and has found that he does not have sufficient budget for a part-time staff member for the summer months despite Council approval of the concept.

COMMENTS AND CONSIDERATIONS

The Thornton Operating Budget contains \$31,125 for all part-time staff. This is intended to cover the winter months as well (all year). This amount includes the existing, 2 part-time (winter) staff and includes one staff member (winter) who is in parks for the summer (50% funded/shared by the Arena). The TAM was not aware of this – the Arena Managers had limited involvement in the overall budget process. Plus note, the Thornton Operating Budget does not include revenue from rentals.

Calculations from the Finance Department show that 40% of the part-time budget has been expended already on winter staff and it is known that this same approximate amount (perhaps slightly more) will be needed again in the fall when the ice is put back in.

This leaves a summer budget of approximately \$6,000 (refer to calculations of the TAM) but about \$7,500 is needed for a May to end-of-August employee.

There may have been room for the additional part-time staff member for the arena if the one existing part-time staff member did not continue to work in the parks over the summer months. 1 part-time Thornton Arena Attendant works in the parks during the summer months and their wages continue to be drawn from the Thornton Operating Budget (50%). Again, the TAM was not aware of this.

FINANCIAL IMPACT

If Council chooses to continue with the summer lacrosse rental and other additional rentals (ie: buck and does), there will be additional costs to the Thornton Arena wages in the 2019 Budget of which was previously not budgeted for.

Additional revenue will be received with the additional rentals.

SUMMARY/OPTIONS

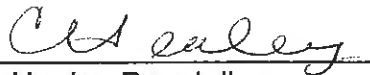
Council may:

1. Take no further action losing summer lacrosse rental and adding to overtime for already scheduled buck & doe's.
2. Authorize staff to hire part-time staff for the Thornton Arena for the summer months.

CONCLUSION

Option No. 2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

Approved Operating Thornton Arena
Calculations of the Thornton Arena Manager (TAM)

0.02 20181219
 0.03
 0.05

1
 2 Township of Essa Awaiting Capital Project Update

3
 4 **Operating Thornton Arena**

5 Account	Description	2019 Approved Budget	2019 YTD Actual	2019 YTD % of Budget	Comments	2019 Budget Worksheet	2019 Budget Approved	2019 Budget Comments
	Administration							
12 02-20-415-510-6000	Salaries/Wages	\$ 43,906.00	\$ -	0.00%	2 FT	\$ 43,906.00	\$ -	2 FT
13 02-20-415-510-6002	Salaries/Wages Part Time	\$ -	\$ 1,652.36	0.00%				
14 02-20-415-510-6020	Employee Benefits Full Time	\$ 2,332.00	\$ -	0.00%		\$ 2,332.00		
15 02-20-415-510-6022	Employee Benefits Part Time	\$ -	\$ 112.99	0.00%				
16 02-20-415-510-6026	Extended Health Benefits	\$ 4,380.00	\$ -	0.00%		\$ 4,380.00		
17 02-20-415-510-6030	Employee Health Tax	\$ 856.00	\$ 33.53	3.92%		\$ 856.00		
18 02-20-415-510-6031	Employee Assistance Plan	\$ 30.00	\$ -	0.00%		\$ 30.00		
19 02-20-415-510-6032	OMERS	\$ 3,970.00	\$ 11.45	0.29%		\$ 3,970.00		
20 02-20-415-510-6033	WSIB	\$ 1,383.00	\$ 54.12	3.91%		\$ 1,383.00		
21 02-20-415-510-6035	Mileage	\$ 500.00	\$ 2.87	0.57%		\$ 500.00		
	Arena Operations							
23 02-20-415-526-6000	Salaries/Wages	\$ 55,451.00	\$ 10,852.12	19.57%	FT	\$ 55,451.00	\$ -	FT
24 6000A	Salaries Wages New Positions							
25 02-20-415-526-6002	Salaries/Wages Part Time	\$ 31,125.00	\$ 12,434.63	39.95%	PT	\$ 31,125.00	\$ -	PT
26 6002A	Salaries Wages New Part Time Hours							
27 02-20-415-526-6004	Salaries/Wages Full Time Overtime	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		
28 02-20-415-526-6006	Salaries/Wages Part Time Overtime	\$ 500.00	\$ 419.58	83.92%		\$ 500.00		
29 02-20-415-526-6008	Wages for Concessions Part Time	\$ -	\$ -	0.00%				
30 02-20-415-526-6020	Employee Benefits Full Time	\$ 3,594.00	\$ 728.93	20.28%		\$ 3,594.00		
31 02-20-415-526-6022	Employee Benefits Part Time	\$ 2,026.00	\$ 872.99	43.09%		\$ 2,026.00		

88

102

102

PART TIME WAGES

2019 approved budget for Thornton Arena Operating Line 25 (Salaries/Wages Part Time) is \$31,125.00
YTD is \$12,434.63 (39.95%)

YTD is roughly January to April for 39.95% say 40%

This Fall should be the same because it will be hockey season again (Oct to December) say another 40% or roughly (\$12,500)

That should leave me with 20% (\$6125) for the summer months to hire someone for Lacrosse and other functions

21.02 / hour
40 hours per week

\$840.80

50% of his wage is Thornton Arena part time wage (Line 25 Thornton Arena Operating budget)

* = \$420.40 (every week to Line 25 Thornton Arena Operating budget)

Start of May - End of August is 18 weeks

* = \$7567.20

I only have \$6125 (roughly) availbale on this line of budget

makes more than I have left in my budget and we havent even hired anyone yet.

Month of May alone

Lacrosse is 42 hours
Functions are 24 hours

So for 66 hours we need an employee

an 18+ student makes \$14 an hour
an adult makes \$15.92

Just Lacrosse

39

14	15.92	14	15.92
x 66	x 66	x 44	x 44
<hr/>	<hr/>	<hr/>	<hr/>
\$924	\$1,050.72	\$588	\$700.48

There are 5 weeks in May so Wage for May (against the budget) is

420.4
x 5
<hr/>
\$2,102

2102	2102	2102	2102
924	1050.72	588	700.48
<hr/>	<hr/>	<hr/>	<hr/>
\$3,026	\$3,152.72	\$2,690	\$2,802.48

As you can see these numbers are roughly 50% of my 20% available and thats just for May. I still need June, July and August.

There is not enough money in the budget to hire someone for lacrosse and rentals with the current format of wages coming out of that Line.

We will either need to get more money or use current staff to work these functions, which will leave us short handed in the Parks department most of the time.

Lacrosse numbers are gonna stay the same every month, other rentals could go up or down.
 So say Lacrosse 44 hours every month (May to August - 4 months) you see the numbers above
 \$588 for a student
 \$700.48 for an adult
 take those times 4 months

588	700.48
x 4	x 4
<hr/>	<hr/>
\$2,352	\$2,801.92

Without wages effecting Line 25 of Thornton Operating Budget, according to the numbers we would have lots of room for a part time staff to work That would also leave some leway for that part timer to cover any other rentals that could arise.

So I propose we get more money from Council to Line 25 Thornton Arena Operating budget.

10c

We dont want to be using staff in the arena all these hours a month instead of outside. There will be rentals in Angus as well that staff will have to cover, then yo

We would need to bump it up roughly \$4000 as you can see below

18 + student	Adult	
924	1050.72	wage based on 66 hours of rentals
x 4	x 4	4 is months May to August
<hr/> \$3,696	<hr/> \$4,202.88	

A ^{Loc} increase on Line 25 Thornton Arena Operating should give us room to hire someone
wages alone are gonna put us over, then roughly \$4000 for a summer part timer (based on the 66 hours of rentals).

Thanks
Stu

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